



Patients' Valuables Procedure

Effective: 1 October 2018

1. Guiding Principles

For the purpose of this procedure, 'valuables' refers to patients' valuables, cash and other property of worth.

If cash and or valuables have been brought in:

- the patient retaining valuables is to be advised that this is at their own risk
- wherever possible, cash, valuables and other property is to, with the patient's consent, be taken by the patient's relatives
- patients have the option of placing any valuables into the hospital safe.

A record is made in the Property Book at the time of acceptance of cash or valuables and they are to be taken directly to the safe.

The Kalgoorlie Health Campus is responsible for all patients' valuables that are accepted and placed in its safe. All property that is kept at the bedside or on the patient is at the patient's own risk, and the Kalgoorlie Health Campus does not accept any responsibility for these items.

2. Procedure

2.1 Preparation and checking of patient valuables

- 2.1.1** All wards are to display information encouraging patients and their relatives/carers to bring as few valuables as possible into the hospital, and if possible, to send home any valuables they have brought with them.
- 2.1.2** Information on patient property is to be discussed with the patient as part of the admission process in the Emergency Department, preadmission clinic, wards or in outpatients department.
- 2.1.3** Wherever possible cash, valuables and other property should, with the patient's consent, be taken by the patient's relatives. (This is the preferred option of the Health Campus.)
- 2.1.4** Patients retaining valuables are to be advised that this is at their own risk and that the Kalgoorlie Health Campus will not be responsible for any such items.
- 2.1.5** Cash and valuables are not to be taken by the relatives in the case of an unconscious or deceased patient. Items are to be taken into safe keeping and the social worker contacted regarding the patient's property. The social worker is to confirm who the legal guardian is, and the unconscious or deceased patient's property can then be released to the guardian.

- 2.1.6** A record is made in the Property Book at the time it is identified that valuables and/or cash need to be taken into safe custody.
- 2.1.7** The nurse caring for the patient is responsible for checking the patient's valuables; a second person is then required to check the documentation. Valuables are placed in a valuables envelope with the property sheet stapled to the outside of the envelope and given to cashier. After-hours, the After Hours Nurse Manager places the envelope in the safe.
- 2.1.8** The Property Book record is made out in triplicate. It is to be emphasised to the patient that the white copy should be retained as it is their receipt for their property. The original copy (white) is given to the patient, the yellow copy is sent to the Cashier, and the green copy goes on the valuables envelope/ bag. The cash and valuables envelope is to be signed by two staff members. The computer printed patient label is to be affixed to the envelope in the appropriate place. If there is no clothing bag, send both the yellow and green copies to the Cashier.
- 2.1.9** In describing jewellery, do not use the words gold, silver, diamond, etc., but yellow metal, white metal, white stone etc. as appropriate.
- 2.1.10** Items such as electric shavers, spectacles and hearing aids are not regarded as valuables and are handled as 'other property' – still listed in valuables book and are retained on the ward.
- 2.1.11** Cash and valuables must be placed in the patient's cash and valuables envelope, the envelope sealed, and one member of the staff who has assumed responsibility for the envelope and has acknowledged this on the record, is to notify the Cashier or After Hours Nurse Manager. If a staff member does not follow this procedure, they will be held personally responsible for any deficiency.

2.2 Handling of cash as a valuable

- 2.2.1** All cash placed into the safe is to be deposited in a trust account and returned to the patient in the form of a cheque within three (3) days of discharge.
- 2.2.2** All patients placing cash in the safe must be made aware of the above and agree to the same.

2.3 Clothing and other property

Clothing and other property that is left behind after a patient has been discharged is to be sent to Medical Records, where it will be stored for three (3) months. All property is to be dated and labelled with patient ID sticker, placed in a Patients' Property bag with the Property Book completed, prior to sending to Medical Records.

2.4 Return of patient's valuables

The return of patient's property is to be restricted to 0830 to 1200 hours, 1230 to 1630 hours Monday, Tuesday, Thursday, Friday and 1230 to 1430 hours on Wednesday. If cash was deposited with the Cashier, the cash amount is to be returned in a cheque within three (3) days of discharge.

2.5 Disposal of clothing and other property

All clothing and other property left on ward after discharge is to be labelled and kept in Medical Records for a period of three (3) months. After this period, the property is to be disposed of.

3. Definitions

Valuables	<ul style="list-style-type: none">· Items classified as valuable are items that have a monetary value of more than \$200.00.· Documents that are classified as valuable such as bank cards, bank book, bank notes, cheques, keys, passports, birth certificates or wills.· Cash or coins.· Any item of jewellery that is deemed valuable by the patient.
Property	<ul style="list-style-type: none">· Any other item owned by the patient not classified as valuable such as clothing, spectacles, dentures and hearing aids.

4. Roles and Responsibilities

After Hours Nurse Manager

The After Hours Nurse Manager is responsible for collecting any patient valuables out of hours and placing in the safe.

Admitting Nurse

The admitting nurse is responsible for informing the patient of the hospital's policy regarding valuables on admission.

Cashier

The cashier is responsible for booking valuables into the safe and for returning valuables to patients on discharge.

All Staff

All staff members are required to work within policies and guidelines to make sure that WACHS is a safe, equitable and positive place to be.

5. Compliance

Failure to comply with this policy document may constitute a breach of the WA Health Code of Conduct (Code). The Code is part of the [Employment Policy Framework](#) issued pursuant to section 26 of the [Health Services Act 2016](#) (HSA) and is binding on all WACHS staff which for this purpose includes trainees, students, volunteers, researchers, contractors for service (including all visiting health professionals and agency staff) and persons delivering training or education within WACHS.

WACHS staff are reminded that compliance with all policies is mandatory.

6. Evaluation

Monitoring of compliance with this document is to be carried out by Clinical Coordinator of Nursing and Midwifery Inpatient Services, every three (3) years.

7. Standards

[National Safety and Quality Healthcare Standards](#) (First edition 2012) – 1, 2, 5
[National Safety and Quality Healthcare Standards](#) (Second edition 2017) – 1,2, 5
[EQulPNational Standards](#) – 11, 15.

8. Legislation

[Disposal of Uncollected Goods Act 1970](#)

9. Related Policy Documents

[Admission to Kalgoorlie Hospital Procedure – Kalgoorlie](#)

**This document can be made available in alternative formats
on request for a person with a disability**

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PATIENT VALUABLES

Your property is your responsibility.

**The Kalgoorlie Health Campus
does not accept responsibility for
loss of valuables/property.**

- The hospital environment is very busy; this makes it difficult to ensure patient's property remains secure.
- Please assist us by not bringing any valuables into the hospital setting.
- If you do have any valuables with you please send these home with family or friends.
- The hospital has a limited capacity to securely store VALUABLES only. If this is required, please speak to your nurse.
- If you choose to keep your valuables with you at the bedside, you are doing so at your own risk as the Kalgoorlie Health Campus does not accept any responsibility for items lost. This includes items such as glasses, hearing aids, dentures etc.

Thank you for your cooperation.

